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**MEMORANDUM FOR:**

**SUBJECT: Subscriptions to Eastern European and German  
Newspapers and Periodicals for Calendar Year 1964**

**Deadline 30 August 1963**

1. Attached to this memorandum are two copies of an IBM machine list of all Eastern European and German subscriptions ordered by your office for the calendar year 1963. This list is arranged alphabetically. The coded columns include the following information: city, price (in round figures), number of copies ordered for 1963, delivery (sea or air), and periodicity. Other data include sequence number, type, order date, accountable/ expendable, and expiration date (information which is of primary interest to Acquisitions Branch).

2. The following action is requested:

a. For renewal through December 1964: Indicate after each title on the IBM lists whether you wish to renew or cancel the subscription. Include internal delivery instructions (abbreviated office designation and any intra-office routings).

b. For new requirements: Prepare Form 1395-- Loan and Purchase Request for Books, Documents and Periodicals--for each new title required. The following information should be included on the Form 1395.

(1) Title in original language or transliteration. Do not submit English translation of titles.

(2) Name and address of the individual placing the order, as well as the office and branch to which the newspaper or periodical is to be delivered.

(3) Cost code number, revised effective 1 July 1963.

(4) Any special instructions.

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**GROUP I**  
Excluded from automatic  
downgrading and  
declassification

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- 2 -

(5) Signed initials of Document Procurement Committee Member or other authorized approving officer.

In addition, requesters are reminded that Form 1395 is not complete until properly imprinted with the cost authority stamp by the officer assigned this task within the requesting organization.

c. Forward one marked copy of the IBM list(s) together with any Purchase Request Form 1395's, for new subscriptions, to Chief, Acquisitions Branch, CIA Library, not later than August 30, 1963.

3. To assist you in deciding which titles and the number of copies of each to order, the following information is provided:

a. A large proportion of the titles in the attached list will be acquired by Foreign Documents Division  and the Joint Publications Research Service (JPRS), where the contents will be exploited and the results published. In requesting subscriptions for office use, therefore, please limit such orders to titles required for detailed office analysis and exploitation.

b. Since cancellation requests (and refunds) are frequently not honored by dealers in Eastern Europe, you are requested not to cancel subscriptions during the year.

c. Due to the fact that most subscriptions run for the calendar year, it is essential that the list and Purchase Request Form 1395 which you submit for 1964 subscriptions be as complete as possible. Items requested after the deadline are frequently not honored until the nearest following quarter (i.e. April, August, October) after the order has been placed.

d. All subscriptions placed after June 21 were ordered to expire in December 1964, and will not appear on the attached renewal list. They need not be renewed here, and should appear on next years renewal lists.

e. If no renewals are desired, a negative reply is requested prior to the deadline.

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f. For further information call  on Ext. 3362 or 3350.

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Chief

Acquisition Branch/Library

Attachments:  
As stated

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